Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, 3RD FLOOR RECEPTION AREA
STILLWATER, OK. 74074
MARCH 28, 2023, 12:00 NOON
library.stillwater.org

Board members present:	**Mike Woods, Martha McMillian, Kathryn Ross, Donna Sinnes, Robin Cornwell, Matt Upson**
Staff present:	**Stacy DeLano, Paula Long, Andrea Kane, Naomi Brown, Christy Driskel, Ashlyn Garis**

1. **CALL MEETING TO ORDER**

   The meeting was called to order at 12:01 p.m. Cornwell arrived at 12:02 p.m.

2. **EXECUTIVE SESSION**
   Request for confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Library Director pursuant to 25 O.S. § 307 (B)(1) of the Oklahoma Open Meeting Act.

   a) Vote to convene executive session
   Ross/Sinnes moved to convene an executive session. The votes are as follows: Woods; yes, McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano
Driskel left at 12:51 p.m.
Long arrived at 12:51 p.m.

c) Vote to convene regular meeting
Sinnes/Upson moved to convene a regular meeting. The votes are as follows: Woods; yes, McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

d) Possible action (including vote or series of votes) regarding employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano
No action was taken.

3. **CONSENT DOCKET**
Items listed on the consent docket are routine administrative matters that may be approved by a single vote with or without discussion. The Library Board will take action at this meeting (including a vote or series of votes) on these items collectively as part of the Consent Docket.

a) Minutes: Feb. 28, 2023, Regular Meeting
b) Stillwater Public Library February 2023 Financial Reports
c) Stillwater Public Library February 2023 Activity Reports
The board discussed how donations have increased steadily during the centennial giving period. Fines have also increased but are not back to the level they were before the pandemic.

Cornwell/Ross move to approve the consent docket. The votes are as follows: Woods; yes, McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

4. **PUBLIC COMMENT ON AGENDA ITEMS**
Taxpayers or residents of the city, or their authorized legal representatives, may address the Library Board at a regularly scheduled meeting on any item of business listed on the meeting agenda provided they have submitted a written request prior to the meeting.
No comments

5. **GENERAL ORDERS**
The Library Board will discuss and take action at this meeting (including a vote or series of votes) on each item listed under General Orders unless the agenda entry specifically states that no action will be taken.

a) Appoint nominating committee for 2023-2024 officers

Sinnes and McMillian volunteered for the nominating committee for 2023-24 officers. This committee will recommend board members for chair and vice chair. The recording secretary position can be delegated to a library staff member. Voting will take place at the May meeting.

b) Consider staff request to enable automatic renewal of materials
Sirsi, the automated library system vendor would enable the auto-renewal feature for patron accounts. This update would be purchased with State Aid funds. Rather than requiring patrons to contact the library to renew, items would automatically renew up to two times. This would reduce staff time spent assisting with renewals over the phone and in person, improve the patron experience, and reduce the use of city funds for mailing overdue letters. Check-out periods will still be 15 days, with a maximum checkout period of 45 days. Items on hold will not renew. Self-renewal will remain an option through Enterprise. In addition, a patron can opt-in to email notifications when items renew. Sinnes/McMillian moved to approve enabling the automatic renewal of materials. The votes are as follows: Woods; yes, McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

c) Consider acceptance of $1300 grant from Oklahoma Department of libraries for a trial use of BeanStack software
BeanStack is similar to an open-source software the library currently uses to log reading time for events like the summer reading program. The current program will not be supported much longer. ODL offered to let the library test BeanStack software and pay part of the fee. The library already planned to purchase this software. The price is $1750 per year. The grant will pay $1300 and the remainder will be purchased with State Aid. Cornwell added that BeanStack also has a component that can track the read-a-thon that will take place during summer reading. Sinnes/Cornwell moved to accept the grant for trial use of BeanStack software. The votes are as follows: Woods; yes, McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

6. **REPORTS FROM OFFICERS & BOARDS**
Announcements and remarks about matters of general interest may be made by the Board Members or Director at this time. Items of Library business that may require discussion or action (including a vote or series of votes) are listed below.

a) Miscellaneous items from the Library Director
DeLano shared the following updates:
- **The appointment for the Library Board position has been moved to April 3. There are currently two applicants.**
- **The Lock In event was a success with 134 in attendance.**
- **The book sale will be April 20-23 at the library. Please share with various groups and on social media.**

- **Every week in April there will be outreach events including the Arts Festival, Home and Garden show, a multicultural event, and Our Daily Bread.**
- **In May there will a Centennial event with the creation of a library beer.**
- **Fundraising is ongoing and with the Friends of the Library funds match, the current total of donations is approximately $29,500.**
- **The library will be sharing Let's Talk about It Oklahoma events with the Sheerar Museum. Each entity will do one event per year, the Sheerar in the fall, and the library in the spring.**
- **The Grant Coordinator for the City will be recommending a new fire suppression system for the library as the next Community Block Grant project. At the City Council meeting on April 3, there will be a public hearing and an official decision will be made.**

b) Miscellaneous items from the Library Board

- **Cornwell asked if there is a succession plan in case something were to happen to the Director. DeLano said that Elizabeth Murray, supervisor of the Children's department, is the staff member qualified to step in as Director. There is also a list of the most essential tasks in all staff positions and a list of all staff members that can complete them.**
- **Upson asked if there have been any Legislative updates. DeLano said there have been no more notifications about SB-397. She has been watching the state site, and the Oklahoma Library Association Legislative Committee will notify her if needed. DeLano will pass on any updates as soon as she receives them.**
- **McMillian encouraged continued advertisement of the matching funds during any future presentations. Delano said that all scheduled presentations have been completed. She asked that if board members have any other suggestions of organizations where there could be a presentation, please let her know.**

i. Discussion about scheduling items for upcoming meetings

7. **ADJOURN Sinnes/McMillian moved to adjourn the meeting. The votes are as follows: Woods; yes, McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. The meeting adjourned at 1:20 p.m.**

The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Library Director at least 48 hours prior to the meeting by calling 405.372.3633 ext 8124.

Prepared by: Naomi Brown, Recording Secretary Approved by:

Mike Woods **Chair, Stillwater Public Library Board**